

AMENDMENT /RENEWAL APPLICATION

RE 635 Part I (Rev. 10/99)

GENERAL INFORMATION	RE FORMS
<ul style="list-style-type: none"> ✓ This is a form to request an amendment and/or renewal of a final subdivision public report or a conditional public report. It may also be used to apply for an interim public report. ✓ This application may be used for all types of subdivisions <i>except</i> time-shares. ✓ Detach and retain this Part I for reference 	<p>The following real estate forms are for your reference and may be listed by number and/or name in this Amendment/Renewal Application. Forms marked with an “*” are part of the RE 635 Packet.</p>
PART I INDEX	<div> 350 Publications Request* 600 Surety Bond [§11013.2/.4] 600A Blanket Surety Bond [§11013.2/.4] 600C Purchase Money Handling (Supplemental Questionnaire)* 600H Purchase Money Security Declaration and Instructions to Security Depository – §11013.2 and/or .4 600I Set-Aside Letter (B&P 11013.2 and/or .4) 600J Irrevocable Standby Letter of Credit 605 Subdivision Filing Fees* 608’s Consent to Service of Process (Public Report, Permit or Registration) [608 = Individual; 608A = Partnership; 608B = Corp.; 608D = Limited Liability Company] 611A Planned Construction Statement 611D Irrevocable Standby Letter of Credit [B&P §11018.5(a)(2)] 612 Reservation Instrument 612A Reservation Deposit Handling Agreement 613 Common Area Completion Security Agreement and Instructions to Escrow Depository [§11018.5(a)(2)] 614E Receipt for Public Report or California Permit 618G Final Subdivision Public Report – Amendment* 623 Budget Worksheet 624 Notice of Intention (Common Interest) 624A HOA Common Facilities 624C Special District and Special Assessment District 628 Notice of Intention (Standard) 629 Set-Aside Letter [§11018.5(a)(2)] 635 Amendment/Renewal Application* 635A Expedited Amendment Application* 635B Amendment Application [Reg. 2790.2(c)] 635D Expedited Amendment Application (Natural Hazards Status) 639 Supplemental Questionnaire (Common Interest Subdivision Conversion) 643 Assessment Security Agreement and Instructions to Escrow Depository [Reg. 2792.9]* 643E Subsidy Security Agreement and Instructions to Escrow Depository [Reg. 2792.10] 643I Irrevocable Standby Letter of Credit 643J Surety Bond (Regulation 2792.9) 643K Surety Bond (Regulation 2792.10) 643L Irrevocable Standby Letter of Credit (Reg. 2792.10) 681 Budget Review Request 688 Sample “Set-Aside” Letter [Reg. 2792.10] 688A Set-Aside Letter (Regulation 2792.9) 699B Certification (Mutual Water Company) </div>
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I. When To Apply

If the subdivision will not be sold out during the term of the final subdivision public report, application for a renewal of the report should be submitted approximately six months prior to the reports expiration date.

If there are errors in the report or if there are or will be material changes in the offering (see Regulation 2800), the existing final subdivision public report or conditional public report must be amended so that the information therein contained is correct (amendment). All sales must cease until the amended report is received, unless an interim public report has been issued.

II. Where To File Your Application

There are two DRE Subdivision Offices. Each office processes applications for subdivisions being developed in certain counties as shown below. Please submit your application to the correct office. *Note: In rare instances DRE may transfer applications to the other District Office for processing. You will be advised should your file be transferred.*

The following counties are covered by the Southern office:

Imperial	Los Angeles
Orange	Riverside
San Bernardino	San Diego
Santa Barbara	Ventura

Subdivisions Office – South
320 W. 4th Street, Suite 350
Los Angeles, CA 90013-1105
Telephone: (213) 897-3908

All other counties are covered by the Northern office:

Subdivisions Office – North
2201 Broadway (95818)
P.O. Box 187005
Sacramento, CA 95818-7005
Telephone: (916) 227-0813

III. Use The Latest Forms

Always use the latest revised form. Use of an obsolete form may invalidate or delay your application.

IV. All Documents Must Be Tabbed/Hole-Punched

In order to efficiently process the application, we require that **all** incoming documents, including those submitted after the original application package, be tabbed with the item numbers shown in the application. Use heavy stock or fabric tabs, not plastic or paper tabs. Each tab must show the document's precise item number.

Place the tabs on the right side of the documents. Do not place all tabs in the same location, but stagger them up and down the right edge of page. Do not place tabs on the upper two inches of the documents.

The entire submittal package must be hole-punched as shown in Figure D.

- Note:*
- Be sure to also tab and hole-punch any documents submitted after the initial submittal of the application.
 - Do not hole-punch original public reports or maps.
 - Do not staple management documents together. They may be fastened by Acco fastener.

V. Single Responsible Party (SRP)

In order to process your application expeditiously, we request that a single responsible party (SRP) be designated on the application. Normally, all communication from the DRE regarding your application will be through this person. *Other parties having an interest in the application should contact the SRP for status information, rather than the DRE.* In addition copies of all written communications to the SRP will be sent to the subdivider.

Submit ten self-adhesive address labels for the SRP of the filing and another ten labels for the subdivider. If your filing includes a duplicate budget package, submit five additional labels for both parties with the DBP. Complete the labels as shown below:

Sample: Mr. John Smith
Smith Title Company
123 Main Street
Anywhere, CA 90000

VI. Communications with the Department

When corresponding with the Department about a file or when sending in deficiencies, *always reference the DRE application file number and the name of the Deputy assigned.*

Make copies of all documents submitted and to retain them for your reference.

Always submit correspondence and deficiency corrections to the office indicated on the deficiency notice.

VII. Filing Fees

Submit a cashier's check, money order or check payable to the Department of Real Estate for the filing fee. **Do not send cash.** Attach and submit the filing fee with a photocopy of page 1 of the application.

Note: Refer to Subdivision Filing Fees (RE 605) for appropriate fees.

VIII. Answer All Questions

If a question is not applicable, mark it NA. If you need more space than is available to answer a question, do not hesitate to use attachments.

IX. RE 635 — Renewal/Amendment Application

RE 635 may be used for all amendment and renewal applications (except for time-share projects).

If any of the following applies, RE 635 must be used:

- A public report to be issued to an entity other than the entity to whom the original (or a previously amended) public report was issued.
 - RE 635A may be used for change of ownership in standard subdivisions, provided the exhibits listed in RE 635A are submitted.
 - RE 635B may be used for both standard and common interest subdivisions for a change only in the subdivider name without a change in ownership.]
- A material change in homeowners association budget or financial condition or involving a budget review.
- Budget was last approved more than 18 months ago.
- Proposed amendments to the governing instruments for common interest subdivisions for which the consent of the Real Estate Commissioner permitting a vote of owners is required under Section 11018.7 of the Business and Professions Code.
- Renewal applications and applications pertinent to any public report originally issued prior to May 5, 1962.
- A subdivision offering that is, or is to be, registered with the HUD, Interstate Land Sales Registration Division.
- Raw land subdivision amendments.
- Offering that involves use of real property sales contracts, all inclusive deeds of trust, balloon payments, subsidized interest and loan payments, “creative financing” plans, equity sharing plans, “affordable housing” financing, or other similar financing provisions.
- If requesting an *interim public report* to be used to take reservations while your amendment/renewal application is being processed, remit the fee (see RE 605), mark the appropriate box under Part III, item 1 and submit a completed RE 612 and 612A. Interim reports are issued for one year and invalid once the amended or renewed public report has been issued. Refer to Section III, item G in the SPRAG.
- If requesting a *conditional public report*, refer to instructions in SPRAG.

X. RE 635A — Expedited Amendment Application

If none of the categories above applies, RE 635A may be used as follows:

- Submit a completed and signed RE 635A with copies of all of the documents requested in the form. All documents to be tabbed and two-hole punched at the top.

- Submit two original typewritten amended public reports and two photocopies thereof. Also, submit a copy of the new amended public report with the changes underlined in red, and a copy of the most recently issued public report.

Note: Do not submit typed-over changes. The proposed amended report must be a newly typed report, not a modification of the old report and not a photocopy of the old report.

- On page 1 of RE 618G enter the number of the amendment to be made and the date on which the report may be used, as illustrated in Figure A:

Unless you are instructed by DRE to use an earlier or later date, the amendment date (the date on which the report may be used) should be no earlier than ten business days after delivery, whether mailed or hand delivered.

The file number should include an “A01” rather than an “FOO,” if this is the first amendment. Subsequent amendments reflect the next consecutive “A##” from that included on the current public report. If there are any questions regarding the file number, contact the DRE office that will process your amendment application.

Note: Always confirm with the assigned deputy before using the amended report.

- The amended public report may be reproduced and used, as submitted, beginning on the tenth business day following delivery, unless instructed by DRE that the amended public report is not approved for use.

Note: Merchant builders who wish to avail themselves of this expedited procedure pursuant to the directions in RE 635A should add essentially the following language as Special Note number one on page 2 of the amended public report:

This public report covers * ___ lots.

- * Insert the number of the lot or lots to which the applicant has title or which are subject of a binding contract or recorded option agreement, e.g., lot 6 or lots 42, 65, 81.

XI. RE 635B — Amendment Application - Subdivider Name Change Only

RE 635B may only be used for a change in the name of the subdivider with no other changes. RE 635B may not be used where there is a change in the ownership of the subdivision along with a change in the name of the subdivider. This form applies to both standard and common interest developments (including time-shares).

If the name change qualifies, RE 635B may be used as follows:

- Submit a completed and signed RE 635B with copies of all of the documents requested in the form. All documents to be tabbed and two-hole punched at the top.
- Submit the filing fee (refer to RE 605). If multiple RE 635B applications are submitted by the same subdivider concurrently, the first application is subject to the full fee and the remaining applications are subject to the reduced fee.

XII. RE 635D — Expedited Amendment Application (Natural Hazards Status)

RE 635D may only be used for changes in natural hazard status. RE 635D may not be used where there is any other type of change in addition to natural hazard status or if a natural hazard designation will result in a 20% or more increase in the budget for a common interest subdivision. Use Amendment/Renewal Application (RE 635) instead.

RE 635D may be used as follows:

- Submit a completed and signed RE 635D.
- Submit the filing fee (refer to RE 605).
- Submit an original typewritten RE 618F with a copy of the most recently issued public report, and two photocopies thereof. Refer to the RE 635D for language to be included on the RE 618F. Unless you are instructed by DRE to use an earlier or later date, the amendment date (the date on which the report may be used) should be no earlier than ten business days after delivery, whether mailed or hand delivered. The file number should include an “A01” rather than an “FOO” if this is the first amendment. Subsequent amendments reflect the next consecutive “A##” from that included on the current public report. If there are any questions regarding the file number, contact the DRE office that will process your amendment application.
- The amended public report may be reproduced and used, as submitted, beginning on the tenth business day following deliver, unless instructed by DRE that the amended public report is not approved for use.

XIII. DRE Publications

A. Subdivision Industry Bulletin

The Department periodically publishes the *Subdivision Industry Bulletin* which includes the latest in subdivision procedures, regulations, form changes, etc. If you will be filing applications often, we encourage you to have your name, or that of the single responsible party, added to the mailing list. Your request should indicate how frequently you make subdivision filings, and whether you are a subdivider/developer, attorney, with a title company or are a real estate licensee. Send your request to: Department of Real Estate, Subdivisions - Technical, P.O. Box 187005, Sacramento, CA 95818-7005.

B. Real Estate Law Book

Use RE 350 to order the Real Estate Law Book.

C. Subdivision Public Report Application Guide (SPRAG)

The Guide is a compilation of detailed instructions on how to apply for a public report. It includes an item-by-item analysis of RE 624 and 628, Notices of Intention, and the documentation which must be submitted with each Notice. The Guide is a valuable tool for anyone who submits applications.

Use RE 350 to order the SPRAG.

The Guide is NOT copyrighted. You may reproduce it if you wish.

SPRAG is item-number-coordinated with RE 624 and 628. It is not item-number-coordinated with this Amendment/Renewal Application package, RE 635, thus the following cross reference guide is provided for your convenience:

Subject (in order of RE 635)	SPRAG Item Number
Title Report	6.0
Escrow Instructions	39.0
CC&Rs	46.0 and 47.0
Bylaws	45.0
Articles of Incorporation	44.0
Condominium Plan	28.0
Deposit Receipt/Agreement to Purchase	23.0
Grant Deed	25.0
Lease	26.0
Annexation	38.0 and 49.0
Utilities/Schools	15.0
Streets and Roads	19.0
Assessment District	18.0
Permit to Issue Shares (or RE 699B)	14.0
§ 11018.5 B&P Compliance	32.0
Budget	38.0 and 51.0
Subsidy	34.0
Financing Documents	24.0
RE 608 – Certificate of Qualification	2.0
Authorization	52.0

D. Operating Cost Manual for Homeowners Associations (OCM)

The Manual is a guide of detailed instructions for completing Budget Worksheet (RE 623) (included in manual) as well as budget filing requirements for existing associations.

XIV Public Report Typing

Amended/renewed subdivision public reports are typed at both the Northern and Southern Subdivision Offices. *Public reports will automatically be mailed to the entity designated as the single responsible party in this application, unless DRE is notified otherwise.*

XV. Receipt for Public Report — Regulation 2795.1

Each prospective purchaser must be given a copy of the public report for which a receipt must be completed and retained for three years. A Receipt for Public Report or California Permit (RE 614E) shall be used by the owner/subdivider (or agent). (Refer to Figure B.) A copy of RE 614E will be provided when the public report is issued.

The receipt is to be kept on file by the subdivider (or the agent) for three (3) years.

Note: Regulation 2795.1(a) states: “A receipt on the form specified herein shall be taken by or on behalf of the subdivider

from each person executing a reservation agreement under authority of a preliminary or an interim public report and from each person who has made a written offer to purchase or lease a subdivision interest under authority of a final subdivision public report.”

Subdivision (b) of Regulation 2795.1 provides that the receipt shall be retained for a period of three years from the date of the receipt and shall be available for inspection by DRE during regular business hours.

Section 11018.1 of the Business and Professions Code stipulates when, and to whom, the subdivider or the subdivider’s agents or salespersons must give copies of the public report:

**Prospective Purchaser to Receive Report
§11018.1.**

- (a) A copy of the public report of the commissioner, when issued, shall be given to the prospective purchaser by the owner, subdivider or agent prior to the execution of a binding contract or agreement for the sale or lease of any lot or parcel in a subdivision. The requirement of this section extends to lots or parcels offered by the subdivider after repossession. A receipt shall be taken from the prospective purchaser in a form and manner as set forth in the regulations of the Real Estate Commissioner.
- (b) A copy of the public report shall be given by the owner, subdivider or agent at any time, upon oral or written request, to any member of the public. A copy of the public report and a statement advising that a copy of the public report may be obtained from the owner, subdivider or agent at any time, upon oral or written request, shall be posted in a conspicuous place at any office where sales or leases or offers to sell or lease lots within the subdivision are regularly made.

XVI. Regulations Regarding Use of Public Report

Interests in a subdivision shall not be offered for sale or lease until the Real Estate Commissioner’s final or conditional (amended or renewed) public report thereon has been issued, nor shall a deposit be accepted on, or an agreement of sale or lease be executed for, any interest in the subdivision until a copy of the final or conditional public report thereon has been given to the prospective purchaser and a receipt taken therefor.

Each purchaser’s signed receipt for a copy of the final public report shall be kept on file in the possession of the owner/ subdivider (or agent) of the subdivision for three (3) years subject to inspection at any reasonable time by the Real Estate Commissioner or his representatives.

The final public report shall not be used for advertising purposes unless the report is used in its entirety, nor shall any person advertise or represent that the Department of Real Estate or the Commissioner approves or recommends the subdivision project or sale thereof. No portion of the report shall be underscored, italicized or printed in larger or heavier type than the balance of the report unless the report issued by the Commissioner is so emphasized.

Sale of a subdivision interest by the owner, agent or subdivider after its repossession shall be considered an original sale, and a copy of the public report shall be given to the purchaser as in the case of the original sale.

The owner, subdivider or agent shall immediately furnish data in writing to the Commissioner on any new condition or development in the subdivision being offered for sale. (See Commissioner’s Regulation 2800 for an enumeration of material changes that require amended subdivision public reports.)

If the owner of the subdivision options or sells five or more interests to another, such option or sale shall constitute a material change within the meaning of Section 11012 of the California Business and Professions Code, and such owner shall immediately notify the Real Estate Commissioner in writing of such option or sale. A purchaser/optionee of five or more interests is under obligation to obtain an amended public report before reselling. (See Regulation 2801.5 for further definition of “Subdivider”.)

When the interest conveyed to purchasers consists of a sublease or lease assignment, the owner, subdivider, or agent of the subdivider, shall deliver to each purchaser a copy of the original lease and all subsequent modifications, extensions and assignments upon which the interest to be conveyed is based.

The proposed further division of any interest in the subdivision must be reported to the Real Estate Commissioner pursuant to Section 11012 and/or 11018.7 of the Business and Professions Code. (Also, see Regulation 2800.)

A division of any interest in the subdivision into five or more interests may constitute a new subdivision as defined by Section 11000 et seq. of the Business and Professions Code and a separate final public report may be required for that offering.

Note: All sections of the Business and Professions Code and the Regulations (California Code of Regulations) mentioned herein can be found in the Real Estate Law Book. A copy is available through the Department of Real Estate. See Publications Request (RE 350) for ordering instructions.

Review of Sections 11000 through Section 11200 of the Business and Professions Code and Regulations 2790 through 2822 may be of benefit to you.

XVII. Documents to be Delivered (common interest filings only)

Pursuant to Section 11018.6 of the Business and Professions Code, the subdivider of a common interest subdivision must make certain documents available to prospective purchasers prior to entering into a purchase contract:

§11018.6. Any person offering to sell or lease any interest subject to the requirements of subdivision (a) of Section 11018.1 (B&P Code) in a subdivision described in Section 11004.5 shall make a copy of each of the following documents available for examination by a prospective purchaser or lessee before the execution of an offer to purchase or lease and shall give a copy

thereof to each purchaser or lessee as soon as practicable before transfer of the interest being acquired by the purchaser or lessee:

- (a) The declaration of covenants, conditions and restrictions for the subdivision.
- (b) Articles of incorporation or association for the subdivision owners association.
- (c) Bylaws for the subdivision owners association.
- (d) Any other instrument which establishes or defines the common, mutual, and reciprocal rights, and responsibilities of the owners or lessees of interests in the subdivision as shareholders or members of the subdivision owners association or otherwise.
- (e) To the extent available, the current financial statement and related statements specified in Section 1365 of the Civil Code, for subdivisions subject to those provisions.
- (f) A statement prepared by the governing body of the association setting forth the outstanding delinquent assessments and related charges levied by the association against the subdivision interests in question under authority of the governing instruments for the subdivision and association.

Owners of interests in common interest subdivisions must provide essentially the same documents to potential purchasers (resales) pursuant to Section 1368 of the Civil Code.

XVIII. Request for Budget Review (RE 681)

- Fill out the RE 681 as shown in Figure C and attach it to the front of the duplicate budget package folder.
- *Items ①–④ pertain to the subdivision itself, not to the subdivider's address particulars.*

XIX. Duplicate Budget Package (common interest filings only)

If you are submitting a renewal application it is unlikely that DRE's Budget Review Section has a separate budget package on file pertinent to your project.

To enable simultaneous processing of your renewal application by DRE's Deputies and Appraisers, submit a duplicate budget package (DBP) with your renewal application.

The DBP is to be set up as follows:

Attach a completed RE 681 to the outside front of a side-tabbed, legal-sized, manila folder. Attach all the DBP documents inside as shown in Figure D; attach the two-hole punched documents with an Acco fastener. Do not obscure any writing/drawing on the documents when attaching them to the folder.

The items to be included in the duplicate budget package are:

- Completed RE 681 (Do not tab. Fasten to outside of folder)
- Five address labels for both the SRP and subdivider
- Vicinity map

- Tract/parcel map
- Condominium plan (Condominium projects only)
- Plot plan/site plan
- Conditions of approval (local agency)
- A copy of the Part III of RE 635
- RE 611A, if applicable
- RE 623
- Other phases information (phased projects only)
- RE 624A(s)
- RE 639 including all documents required by the 639 (conversions only)
- Subsidy/maintenance agreement and accounting procedure, if any
- Contracts obligating HOA, if any
- Use/easement agreements (miscellaneous documents)
- Bylaws
- CC&Rs
- Declaration(s) of annexation (phased projects only)

XX. Association Financial Records (common interest filings only)

- A. If an association has been formed, the following information should be submitted with renewal and/or amendment filings, if there has been a change in budget information previously approved by the Department. See Operating Cost Manual for more information. Use RE 350 to order the Operating Cost Manual.
 - 1. The association's financial statements for the past year or from start-up, whichever is less, and a year-to-date statement. (If the reserve study, item 4 below, is not available, submit financial statements for the past three years, or from start-up, whichever is less.)
 - 2. A copy of the association's current budget. If the association has approved the budget for the next fiscal year, also include next year's budget and indicate the commencement date for the fiscal year.
 - 3. A statement from the association showing the dollar amount of past due assessments for the entire subdivision. The statement should indicate what assessments are due from the subdivider or should indicate that the subdivider is current in assessment payments.
 - 4. A copy of the following information which is required to be distributed to the membership per Civil Code Section 1365, commonly referred to as a reserve study:
 - a. Estimated revenue and expense on an accrual basis.
 - b. The amount of the total cash reserves of the association currently available for replacement or major repair of common facilities and for contingencies.
 - c. An itemized estimate of remaining life of, and the methods of funding to defray the costs to repair, replace or add to, major components of the common areas and facilities for which the association is responsible.

-
- d. A general statement setting forth the procedures used by the association's governing body in the calculation and establishment of reserves to defray the costs to repair, replace, or add to, major components of the common areas and facilities for which the Association is responsible.
- B. If an association has not been formed, submit a copy of the proposed budget on RE 623 including the project inventory and all worksheets.
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XXI. Special Circumstances (common interest filings only)

If the project has been used as a rental project or the public report was issued over five years ago, or if there are other special circumstances the Department may require documentation in addition to documentation requested in Part III of this application; e.g. the duplicate budget package.

FIGURE "A"

**FINAL SUBDIVISION PUBLIC REPORT
AMENDMENT**

In the matter of the application of

Joe D. Subdivider
Mary L. Subdivider

FILE NO: 019299SA - A02

ISSUED: October 7, 1987

AMENDMENT NO: 2nd

AMENDMENT DATE: December 21, 1987

for a final subdivision public report on

EXPIRES: October 6, 1992

Happy Acres
Sacramento County, California

FIGURE "B"

RECEIPT FOR PUBLIC REPORT OR CALIFORNIA PERMIT

The Laws and Regulations of the California Real Estate Commissioner require that you as a prospective purchaser or lessee be afforded an opportunity to read the public report or permit for this subdivision before you make any written offer to purchase or lease a subdivision interest or before any money or other consideration toward purchase or lease of a subdivision interest is accepted from you.

In the case of a preliminary or interim public report or permit you must be afforded an opportunity to read the public report or permit before a written reservation or any deposit in connection therewith is accepted from you.

In the case of a conditional public report or permit, delivery of legal title or other interest contracted for will not take place until issuance of a final public report or permit. Provision is made in the sales agreement and escrow instructions for the return to you of the entire sum of money paid or advanced by you if you are dissatisfied with the final public report or permit because of a material change. (See California Business and Professions Code §11012.)

DO NOT SIGN THIS RECEIPT UNTIL YOU HAVE RECEIVED A COPY OF THE PUBLIC REPORT AND HAVE READ IT.

I read the Commissioner's Public Report or Permit on _____
[File Number]

[Tract Number or Name]

I understand the public report or permit is not a recommendation or endorsement of the subdivision, but is for information only.

The issue date of the public report or permit which I received and read is: _____.

Signature Date

Address

FIGURE "C"

STATE OF CALIFORNIA

DEPARTMENT OF REAL ESTATE
SUBDIVISIONS

BUDGET REVIEW REQUEST

RE 681 (Rev. 9/99)

FILE NUMBER

TO BE COMPLETED BY DRE

TO:		FROM: (DEPUTY)	DATE SENT	DUE DATE
<input type="checkbox"/> LA	<input type="checkbox"/> SAC	<input type="checkbox"/> LA <input type="checkbox"/> SAC		

COMMENTS

TO BE COMPLETED BY APPLICANT

SUBDIVIDER

MASTER PLANNED DEVELOPMENT NUMBER (IF APPLICABLE)	MASTER FILE NUMBER (IF APPLICABLE)
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TRACT NUMBER	SUBDIVISION NAME	ADVERTISING NAME
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SUBDIVISION STREET ADDRESS	CITY (OR NEAREST CITY)	COUNTY
----------------------------	------------------------	--------

①

②

③

CROSS STREETS

④

TYPE OF PROJECT (CHECK ONE)

- | | | |
|--|---|---|
| <input type="checkbox"/> Condominium | <input type="checkbox"/> Time Share Use | <input type="checkbox"/> Community Apartment |
| <input type="checkbox"/> Condominium Conversion | <input type="checkbox"/> Time Share Estates | <input type="checkbox"/> Undivided Interest |
| <input type="checkbox"/> Planned Development | <input type="checkbox"/> Stock Cooperative | <input type="checkbox"/> Limited Equity Housing Cooperative |
| <input type="checkbox"/> Planned Development Mobile Home | <input type="checkbox"/> Stock Cooperative Conversion | <input type="checkbox"/> Other: _____ |

NUMBER OF UNITS/LOTS	NUMBER OF PHASES (I.E., PHASE 2 OF 3 PHASES)	IF CONVERSION, AGE
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IS RE 611A ON FILE?	DATE OF MOST RECENT DRE BUDGET REVIEW	FILE NUMBER OF MOST RECENT DRE BUDGET REVIEW
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☐ NO ☐ YES ☐ N/A

If the application is for a subsequent phase of a multi-phase project, does the subdivider have sufficient votes to control the association?

☐ YES ☐ NO

HOW MANY BUDGETS ENCLOSED?	MOST RECENT BUDGET REVIEWED BY
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PROJECT NARRATIVE/COMMENTS

FIGURE “D”

DUPLICATE BUDGET PACKAGE FILE LAYOUT

- Note:
- Attach completed RE 681 to the outside front of the folder.
 - Documents are not drawn to scale.
 - **Vicinity Map, Proposed or Recorded Condo Plan* and *Plot Plan* must be large scale and legible.

